

USE OF CERTIFICATE AND LOGOS

1.0 PURPOSE

1.1 To define the procedure for the use of management system assessment certificates and AQA, ANAB and IATF registered logos and marks.

2.0 SCOPE

2.1 Applies to all AQA registered clients.

3.0 RESPONSIBILITY

3.1 The Director of Registration has overall responsibility for the proper use of certificates, marks and logos both by AQA and its clients.

3.2 AQA Management is responsible for initiating suitable action for client actions in conflict with this procedure.

3.3 Program Coordinators are responsible for providing clients with the certificate and logos.

3.4 The client shall be responsible for adhering to this procedure.

3.5 The Lead Auditor is responsible to ensure, during each on-site assessment, proper use of logos.

4.0 PROCEDURE

4.1 Upon successful completion of the AQA registration process, clients are entitled to publish and display the Certificate of System Assessment and AQA/accreditation body logo(s) on promotional materials, correspondence and advertising with strict adherence to the fields of application, scope, and location specified in the Certificate of System Assessment. **Clients are prohibited from any use of the IATF logo other than complete copy of the certificate with the logo on it**

- a) The published documents shall describe the approval of the client's management system and shall not imply registration of the client's product or service, therefore not misrepresenting the registration awarded.
- b) The AQA and/or accreditation body logos may not be used on the actual product, or on the product's individual packaging. Larger shipping containers may accept the logos only if accompanied by a statement that the certification applies only to the management system.
- c) In case of product testing/analysis, the test/analysis report is considered a product. Therefore, the AQA and/or accreditation logos must not appear on the report or certificate.
- d) The Certificate of System Assessment does not exempt the client from legal obligations.
- e) The client will make available to AQA promotional materials, correspondence and advertising examples.

4.2 ANAB Accredited Registration



The client shall be provided with the AQA and ANAB logos upon registration. The following conditions apply:

- a) The AQA logo may be used by itself; the ANAB logo must be used in conjunction with the AQA logo.
- b) The logos must be used in conjunction with the client's name and location.
- c) The logos must be reproduced on a clearly contrasting background, in its entirety, including all "border lines," in the predominant color of the letterhead or printing.
- d) The logos must be in a size which makes all features of the mark clearly distinguishable.
- e) The ANAB logo may not be larger than the AQA logo nor may it be placed in isolation from the AQA logo. The ANAB logo shall be reproduced:
 - In black or in blue (PMS 2935 or equivalent)
 - In a size which makes all features clearly distinguishable
 - Without distortion of its dimensions

4.3 The Program Manager shall determine and initiate suitable action against a client if the use of the Certificate of System Assessment and/or logo(s) are not in compliance with this procedure. This action shall include client corrective actions and may include withdrawal and potential legal action. These actions shall be documented to the client.

4.4 Upon cancellation of the registration agreement the client shall refrain from any use of the Certificate of System Assessment and/or logos. The certificate(s) shall be returned to AQA upon request.

5.0 **RECORDS**

5.1 Certificate of Quality System Assessment (F-010)

5.2 Certificate of Environmental Management System Assessment (EF-010)

5.3 Client correspondence regarding misuse of Certificate and/or logos

6.0 **REVISIONS**

Rev 4 Added environmental references. Added revisions section.

Rev. 5 Expanded 4.3 as a responsibility of the Executive Director and replaced ANSI/RAB with Accreditation Agency. Revised section 4.2 to match new revision of RAB guidelines for use of RAB logo (Rev R6.4).

Rev. 6 Revised 4.2 and changed Executive Director to President

Rev. 7 Revised for use of the ANAB mark

Rev. 8 Changed president to Program Manager in 3.2 and 4.3; added 3.5, 4.1 b &c in response to ANAB 0503-Q176-01 &02

